



Diana Lopez [REDACTED]

Response to your Request for Information

2 messages

Domingo, Thelma M. <domingot@sfusd.edu>

Wed, Mar 16, 2011 at 5:30 PM

To: "dlopez@sunshinereview.org" <dlopez@sunshinereview.org>

Dear Mr. Lopez:

Below, please find the response to your request regarding table of contents and indices of materials that our departments archives and maintains.

If you have any questions, please feel free to call us.

Thank you.

The Human Resources Department archives and maintains the following:

1. Employee ID
2. Employee Name
3. Employee Address
4. Employee Phone Number
5. Employee Email Address
6. Employee Date Of Birth
7. Employee Marital Status
8. Employee Gender
9. Employee Ethnicity
10. Employee Hire Date
11. Employee Termination Date and Reason
12. Employee Job Data – Job Code, Location

13. Employee data Change – Promotion, location, pay, job code
14. Employee Credential Information for Certificated employees
15. Employee Evaluation information
16. Employee Salary Information
17. Employee Test Results
18. Employee Union Information
19. Employee Seniority dates
20. Employee Leave information
21. Employee Disability information, if they inform
22. Employee Emergency contact information
23. Employee Dependent data – name, date of birth, Social security number, relationship, etc.
24. Employee Life/Disability Insurance codes
25. Employee Medical/Dental Insurance codes
26. Employee Retirement data
27. Employee Tax Data
28. Employee General Deductions codes (union, voluntary, etc.)

[Thelma Domingo](#)

[San Francisco Unified School District](#)

[Office of Equity Assurance and Labor Relations](#)

[555 Franklin Street, Room 306](#)

[San Francisco, CA 94102](#)

domingot@sfusd.edu

Office: [\(415\) 355-7334](tel:(415)355-7334)

Fax: [\(415\) 355-7333](tel:(415)355-7333)

